



**U.S. GOVERNMENT PRINTING OFFICE  
MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** 03-078  
**POSITION:** Machine Bookbinder  
**SERIES/GRADE:** KA-4402-00  
**SALARY RANGE:** \$21.67 PH  
**ISSUE DATE:** 03/14/03  
**CLOSING DATE:** 04/14/03  
**NUMBER OF VACANCIES:** Eight  
**ORGANIZATION:** Production Department  
Binding Division  
Various Sections  
**GEOGRAPHIC LOCATION:** Washington, DC  
**PROMOTION POTENTIAL:** None  
**DURATION OF APPOINTMENT:** Permanent  
**TOUR OF DUTY:** Various Shifts  
**OPM NOTICE OF RESULTS REQUIRED:** No  
**CIVIL SERVICE STATUS REQUIRED:** No  
**AREA OF CONSIDERATION:** All Sources

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**SUMMARY OF DUTIES/RESPONSIBILITIES:**

The incumbent performs a full range of tasks required in the production of signatures, forms, brochures, cut leaves, saddle stitch, and adhesive bound books. The incumbent is responsible for setting-up, adjusting, and operating a variety of equipment to produce these kinds of products. The incumbent must be able to set-up, adjust, and operate the following equipment: forty-four (44) inch M.B.O. folding machines, a variety of smaller Sthal folder machines, McCain 3 knife and 5 knife inserters with cover-feeders, Harris models RG and UB, automatic and manually fed, 16.32 and 40 box adhesive binders and side-wire adhesive binder combinations, 32 box manually fed with CT and VT Trimmers, "Chandler and Price" foil and ink stamping machines, "Smyth" sewing machines HAND and AUTO-FED, Automated Book flow line with Wohlenberg 3 knife Trimmer, Sheet-fed Casemaker, Nipper and Gluer and Wohlenberg, and Polar Flat-bed cutters.

**QUALIFICATIONS:** Applicants must have completed a formal, recognized apprenticeship or possess substantially equivalent practical experience in the **Machine Bookbinding** trade. Additionally, applicants must have at least 2 years of subsequent Bookbinder journeyman experience, which included either of the following: setting up, operating and adjusting 3 bookbinding machines; or experience performing the Machine Bookbinding duties listed above.

**NOTE:** Applications will be accepted from status and non-status candidates who meet the minimum requirements. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

**RANKING FACTORS:** *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Ability to do the work of a Machine Bookbinder without more than normal supervision.
2. Knowledge of the functions, operations, and procedures pertaining to various bindery equipment.
3. Ability to set, operate, and adjust Bindery Equipment.
4. Ability to follow instructions.
5. Ability to use judgment to assure that quality and technical accuracy are maintained.
6. Ability to perform minor equipment maintenance following assessment of problematic area.

**TO APPLY:**

***GPO Applicants:***

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

***Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)***

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

***ALL applicants must submit the following:***

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability. Selectees must successfully pass a drug test before appointment.

**GPO WILL NOT PAY RELOCATION COSTS.**

**OTHER ESSENTIAL INFORMATION:**

Applicants must:

- be a United States citizen or national (e.g., resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

**SUBMIT APPLICATION(S) TO:**

**Unit 3**  
U.S. Government Printing Office  
Employment Branch, Room C106, Stop: PSE  
732 North Capitol Street, NW  
Washington, DC 20401  
FAX (202) 512-1292

**FOR ADDITIONAL INFORMATION CALL:**

(202) 512-1193  
TDD (202) 512-1519

***\*THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES\****

***\*THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER\****